

**STOCKBRIDGE-MUNSEE EDUCATION & EMPLOYMENT
AND TRAINING PROGRAMS**

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Location:

Stockbridge-Munsee Education Office

W13447 Camp 14 Road

Bowler, WI 54416

MISSION, VISION AND VALUE STATEMENT

The Stockbridge-Munsee Education & Employment and Training Programs will help guide the Community to maintain a culturally holistic Educational & Employment and Training balance for tribal progression. A **VISION** to life-long learning and employment satisfaction with respect to the Mohican Culture. A **VALUE** to the link between our office and the ever changing needs of our people.

◇ TABLE OF CONTENTS

Higher Education Grant Program

Eligibility Requirements	3
Student Responsibilities	4
Ineligibility Factors	5
Funding	5-6
Selection Criteria	6
Other Sources of Financial Aid	7
Tax Information	7
Academic Requirements	7
Academic Warning Procedures	8
Johnson O'Malley	8
Adult Basic Education	8-9
Student Activities	9-10

Employment and Training

Applicant's Responsibilities	10
Adult Education	11
Work Experience	11-12
Supportive Services	12
Other Tribal Services	12-13
◇ Youth Employment	
◇ Summer Youth	
Appeal Procedure	13

The Stockbridge-Munsee Community submits a plan under the P.L. 102-477 to administer its own Education & Employment and Training programs. The Tribe also funds these programs to assist students who might not otherwise be assisted.

Some of the requirements in this handbook are needed in order to meet contract specifications; others are designed to meet the special circumstances of members of this community. The goal of these regulations is to ensure the fair and equitable distribution of funds.

In order to keep this handbook a manageable size, it does not cover every regulation associated with these programs, nor can it cover every eventuality. Please contact us if you have questions. Good luck with your plans.

HIGHER EDUCATION

Congratulations on your decision to further your education. Your determination will be rewarded in whatever you choose to pursue.

A positive attitude combined with hard work and endurance will help you to succeed not only with your education pursuits, but throughout your life.

We know that you will confront obstacles and have struggles as a student, but remember that you are our hope for a better future.

The Stockbridge-Munsee Education staff wishes you success in achieving your academic endeavors. It is our commitment to assist you in your higher educational goals. We welcome any questions and concerns that may confront you throughout your education venture.

◇ ELIGIBILITY REQUIREMENTS

- Be an enrolled member of the Stockbridge-Munsee Community.
- Have a High School Diploma, HSED, GED, or Alternative Learning Diploma.

Be accepted into a diploma or degree seeking program at an accredited college, university or vocational college within the United States. **Except** if the institution is defined as a “**For Profit School**” which are, educational institutions run by private, profit-seeking companies or organizations. Due to the limited availability of Doctorate programs only Doctorate Degree seeking students attending “For Profit Schools” will be funded. To view a list of “For Profit Schools” go online to http://en.wikipedia.org/wiki/List_of_for-profit_universities_and_colleges

◇ STUDENT RESPONSIBILITIES

1. Students who wish to be considered for Stockbridge-Munsee Higher Education funds are **required** to have the following documents completed and on file prior to the start of a semester/term or a course.
 - **Stockbridge-Munsee Education & Employment and Training Application** for each academic year. PRIORITY DEADLINES: June 1st (Fall Term), October 1st (Spring Term), May 1st (Summer Term).
 - **If male, proof of registering with Selective Services.**
 - **Wisconsin residents attending school in Wisconsin:** Need to complete The Wisconsin Indian Student Assistance Grant application. Can be completed on the internet at www.heab.wi.gov.
 - **Free Application for Federal Student Aid (FAFSA)** after January 1st of each year. Can be completed on the internet at www.fafsa.ed.gov. Required for students who carry six or more credits per semester/term.
 - **Copy of official Letter of Acceptance/College Admission**
 - **Copy of class schedule reflecting credits enrolled**
 - **Academic Development Plan (ADP)** signed by student and academic advisor
 - **New students:** High School Diploma/Transcripts, HSED, GED, or Alternative Learning Certificate and **Continuing students:** Official Transcripts showing the completed term. Failure to provide an Official Transcript suspends any further funding.

(Higher Education applications, new student checklist, and scholarship information can be obtained on the Mohican Nation web site at www.mohican-nsn.gov select “Education” near the bottom of the page under Departments)
2. **All expenses incurred prior to attending school will be the student’s responsibility.** These expenses may include the following admission fees, housing deposits, transportation, and any other related academic fees prior to the start of school.
3. Each school year students are required to apply for federal student aid and complete Higher Education Forms in accordance with the priority deadlines.

4. Students should periodically check with the school's financial aid office, and the Stockbridge-Munsee Education Office regarding their file status.
5. Successfully complete the number of credits within the semester/term for which the Stockbridge-Munsee Higher Education grant was provided. (Including video and on-line classes.)
6. Submit official transcripts at the end of each semester/term. Grade Reports are unacceptable. Failure to provide official transcripts suspends any further funding. Upon graduation or completion of program, submit a copy of your certificate, license, diploma or degree.
7. Notify the Stockbridge-Munsee Education office when significant changes occur, such as: **a school transfer, address and telephone, withdrawals from school and dropped or added classes.**

◇ INELIGIBILITY FACTORS

Ineligible Factors include:

- Two (2) consecutive probation periods
- In debt with any of the Education & Employment and Training programs
- Currently incarcerated in a Federal or State prison system
- The current school year has ended
- Students who have their education paid in full (tuition, books, and living expenses) by IHS, Tribe, or Fellowships
- Workshops, seminars, repeating courses/classes, conferences, continuing education credits/units or courses required to update/maintain a state license.

◇ FUNDING

Yearly funds are subject to change and are based on Federal and Tribal allocations. Funding will be based on the Stockbridge-Munsee Education fiscal year of October 1 to September 31st.

Students with completed files will be reviewed and awarded in date of order. The S/M Higher Education department will notify students with a letter showing the approved Tribal grant amount. Upon receipt of this letter students are required to sign and return to the Education Department.

The intent of the Stockbridge-Munsee Higher Education award is to provide “supplemental” educational grant monies. It is not intended to replace annual income or meet total personal/household expenses.

The award is based on the standard school expenses as determined by each individual college/university. Students will receive funding for a limited number of semesters to attain their education goals as follows:

<u>Degree seeking:</u>	<u>Funding Level:</u>	<u>Lifetime # of Semester</u>
Undergraduate		10 semesters
2 year	\$2,625/semester	
4 year	\$5,000/semester	
Graduate	\$6,670/semester	5 semesters
PHD and other equivalent degrees	\$6,670/semester	5 semesters

A minimum of 12 credits or more per semester is considered full time. Carrying more than the minimum of 12 credits does not qualify a student for any additional funding. Credits must be identified in the Students Academic Plan and signed by Advisor. Accelerated, part-time, and summer school funding will be pro-rated to reflect the number of credits enrolled. Pro-rating schedule is as follows:

<u>CREDITS</u>	<u>TIME</u>	<u>2-YEAR</u>	<u>4-YEAR</u>	<u>GRAD/PHD</u>
3-5 credits	¼ time	\$656.00	\$1,250.00	\$1,677.00
6-8 credits	½ time	\$1,312.00	\$2,500.00	\$3,335.00
9-11 credits	¾ time	\$1,968.00	\$3,750.00	\$5,000.00
12 + credits	full-time	\$2,625.00	\$5,000.00	\$6,670.00

NOTE: Individuals demonstrating a physician-documented illness/injury may be considered for one additional semester beyond the 10 full-time semester limit if such schooling is necessary to become re-employable. The Stockbridge-Munsee Education Board will make a determination in such cases.

Debt Waiver - Medical *(added to handbook November 2010)*

Higher Education student(s) may appeal for a “waiver of debt” if they are unable to complete a semester based on a medical emergency that prevents them from attending classes and results in total withdrawal from school. The students(s) must first file an appeal with the school for any refunds. The Education Board will base their decision on the school’s recommendation, any refunds returned, an appeal letter from the student stating why he/she is unable to complete the semester along with the individual’s physician-documentation on their medical status.

◇ SELECTION CRITERIA

In times of shortage of education funds, a priority order has been established:

1. Continuing current students.
2. New students.
3. Part-time students.
4. Students for whom the educational institution has made a determination of no financial need.
5. Students who are repeating a degree level.

◇ OTHER SOURCES OF FINANCIAL AID

- Student loans are available for Tribal members. Call the Mohican Loan Department at (715) 793-4852 for details.
- The Tribes web page at <http://www.mohican-nsn.gov> select “Education” towards the bottom of the page under Departments to find information on Internships or Scholarships.
- Check with your school’s financial aid office for scholarships that are unique to your school, location, or area of study.
- The internet can also be a source of information, one of the best sites is: <http://www.fastweb.com>

◇ Tax Information

If you receive an educational grant, it may be considered income by the IRS. However, the Tribe will not file a 1099-MISC for these grants or scholarships, as long as we do not expect any services in return as a condition of the grant. As a general rule, the income is not taxable if the student is a degree candidate and the money is spent on tuition, fees, books, supplies and equipment, i.e. direct school expenses. Grant money spent on room, board, transportation, etc., is considered taxable. More information can be found in IRS Publication 520 or visit www.irs.ustreas.gov.

◇ ACADEMIC REQUIREMENTS

Students must successfully complete the classes they receive funding for. If students misuse grants, complete fewer classes than they are funded for, withdraw from classes, or fail to maintain an adequate GPA, they must repay the funds to the Education Department.

The following requirements for academic progress will be used to determine Higher Education eligibility

- ⇒ **Undergraduate students** must maintain a semester/term **2.0 grade point average (gpa)** on a 4.0 grading scale.
- ⇒ **Graduate/PHD students** must maintain a semester/term **3.0 gpa** on a 4.0 grading scale. **Higher Education Office can utilize a school's grading policies for those professional doctoral students where a gpa below 3.0 is acceptable to remain in good standing.*

◇ **ACADEMIC WARNING PROCEDURES**

PROBATION:

Students on probation will continue to receive the Stockbridge-Munsee Higher Education Grant. Students are encouraged to meet with their school's advisors to develop a plan for academic improvement. Students who do not meet the probation requirements after one semester/term of probation or receive a GPA below 1.0 will be **suspended**.

SUSPENSION:

Students will be denied the Stockbridge-Munsee higher Education grant while on suspension. To be reinstated, students have the following options.

- a. Credit repayment by completing the same number of credits that received a grade below a 'C' during the term of academic suspension. **The student must earn a grade point average of 2.0 or better for undergraduate credits and 3.0 or better for graduate/phd credits that will count toward reinstatement. The student must rely on other funding sources during the suspension period.**
- b. Grant repayment. It is the Students responsibility to repay the Stockbridge-Munsee Higher Education grant for the courses that received a grade below a 'C' for the semester in which they were placed on suspension status.

◇ **JOHNSON O'MALLEY**

Indian Student Counselor for grades K thru 6th and an Indian Student Academic Advisor for grades 7th thru 12th to address the academic, truancy, and social/behavior needs of Indian students and their families enrolled in the Electra Quinney Head Start and Indian youth residing in the Bowler Public School District.

- Build awareness of pre-college programs which will introduce them to college life, study skills, ACT preparation, and expectations.
- Build awareness of career choices, values, and skills which will address the importance of setting life goals.
- Work to ensure quality and equality of education for Indian youth.

◇ ADULT BASIC EDUCATION

Tribal members are eligible for assistance with individual courses at accredited/certified institutions, except “For Profit Schools”.

- Covers books and tuition only and is limited to one course per semester.
- Assistance is limited to \$1,000 a semester and a lifetime total of 10 classes per person.
- Study abroad will only be considered when it is a degree or program requirement to graduate.
- Expenses beyond the \$1,000 a semester limit will be the student’s responsibility.
- **Fund Distribution:** Adult Education funding is on a first-come, first-serve basis. If you expect the class to be pre-paid, the application, registration, and invoice should be in our office two weeks before the tuition is due. In such cases, funds will be paid directly to the school.
- **Expectations:** Students are expected to successfully complete all courses and to provide the Education Department with a copy of their grades or certification of successful completion at the end of the course. Students who do not earn a grade of ‘C’ or better, or students who withdraw from the class too late for the Education Department to receive a full refund, must repay the funds they were given. Credit will be given for partial refunds.
- **To receive aid**
 - a. Fill out Stockbridge-Munsee Adult Basic Education Application. All requests must be received by the Education Department before the class begins.
 - b. Provide the Education Department with a copy of your registration and invoice for the course in a timely manner. See more information under fund distribution.
 - c. Provide a copy of your grade report or certificate of completion at the end of the course. See expectations.

◇ STUDENT ACTIVITIES

Stockbridge-Munsee enrolled children who are enrolled in a K-12 school or home school, and family income meets the federal poverty guidelines or child qualifies for the free- and reduced-lunch program are eligible for assistance providing that funding is available with the following expenses:

- **Music fees.** Student must be participating in an organized music instruction. Costs are limited to \$1,000.00 for music instruction and rental per student per year.
- **Athletic shoes.** Student must be participating in an organized extracurricular sport. Limited to \$75 per student per year.
- **ACT/SAT Test.** One time reimbursement upon copy of payment receipt and test scores.
- **Half the cost of summer camp fees, workshops, and school trips.** Limited to \$300 per student per year.
- **Student Fees.** Cap and gown for graduation and school registration. Limited to \$75.00 per student per year.

To receive payment

Fill out Student Activities Assistance Application, available from the Education Department, Indian Student Counselor, or Indian Academic Advisor at Bowler School. Provide receipt, proof of registration, and eligibility as required.

EMPLOYMENT AND TRAINING

This is a program for Youth and Adult Native Americans whose family income meets the Federal poverty income guidelines and are enrolled with a Federal Recognized Tribe. Participants must reside within the townships of Bartelme or Red Springs, excluding Middle Village and including Bowler and Gresham. Applicants may be eligible for Adult Education, Work Experience, Supportive Services, and other Tribal Services as described below. ****Applicant in debt with any Education & Employment and Training Program is ineligible.***

◇ **APPLICANT'S RESPONSIBILITIES**

Applicants who wish to be considered for Stockbridge-Munsee Employment and Training funds are **required** to have the following documents completed and on file prior to receiving assistance.

- **Stockbridge-Munsee Education & Employment and Training Application**
- **Income Verification** **Family income includes persons related to each other by blood, marriage, or adoption, and are living in the same household.*

- **Copy of Social Security card**
- **Copy of tribal enrollment card and**
- **if applicable, proof of registering with Selective Services**
- **Employability Development Plan (EDP)**
- **Proof of Residency**

◇ **ADULT EDUCATION**

The Adult Education is intended to

- Provide onsite GED tutoring/instruction.
- Covers the fee for taking the 5 GED tests off-site. However, **retests** for GED are not funded.

◇ **WORK EXPERIENCE**

The work experience (WEX) activity is intended to assist clients in gaining experience to develop work ethic and utilizing skills obtained through a training program, reestablish a work history after a period of not working, and sampling to find out interest areas.

- The amount of the assistance is determined according to work experience or occupational skills need, but is not to exceed \$3,500 per participant in a calendar year.
- Work experience is not a relief solution to personal financial stress, unemployment solutions due to situations such as walk-offs, terminations, etc., and/or an alternative to a job that is currently held.
- Before a participant begins a WEX activity it must be determined an appropriate activity for the participant. The participant must have a clear understanding about the activity.
- Assistance will be given to the participant in recognizing barriers or issues that may arise during the assigned activity. Some barriers may include, but are not limited to: Substance abuse issues that need to be resolved, child care planning, previous employment history (was there a walk off), and lack of transportation.

- Availability is dependent upon applicant need and potential employers' ability to provide employment for the applicant. It is our responsibility to find an employer that will be suitable for your experience.
- Repeating applicants must wait one calendar year from the date of withdrawing or completing the program before eligible to receive assistance.
- Employers, who do not hire a placed participant, without documented just cause and communication with our office, must wait one calendar year from the date of separation before eligible to receive another participant.
- Participant must be prepared to complete the training and accept employment, if available, after the training period.

◇ SUPPORTIVE SERVICES

Assistance with work-related requirements such as gaming licenses, work clothes, tools, or commercial driver's licenses.

- In addition to a completed application, the applicant must provide proof of employment and need by submitting the verification of employment form certified with the Employer/Supervisor's signature.
- The amount of the assistance is determined according to actual need but is not to exceed \$250 per participant in a calendar year.
- Participants must complete at least 60 days of employment after receiving assistance. If participant voluntarily leaves the place of employment or is terminated from the job before completing at least 60 days of employment, he/she will be required to repay the amount received.

◇ OTHER TRIBAL SERVICES

Employment and Training Services

- ⇒ career counseling
- ⇒ job search
- ⇒ employment assistance

Youth Employment

The youth employment program is a year round program for at risk Native American youth which focuses on leadership development opportunities that encourage responsibility, employability, and other positive social behaviors for youth ages 14-21.

- The youth are monitored and guided to ensure the youth are being as successful as they can be.
- The amount of hours per week is determined by the program specialist at \$7.00/hour for hours worked at worksite and participation in our skills building workshops. However, hours are not to exceed 30 hours per week or a total of 315 hours in a federal fiscal year.
- Educational goals and plan must be met to continue in the program.

Summer Youth

Summer youth is a short-term program that includes skill building workshops and work-experience components for Stockbridge-Munsee enrolled youth between the ages 14-18.

- Up to 80 hours in a specified time frame at \$7.00 per hour for hours worked at worksite and participation in our skills building workshops.
- Direct descendants may participate on a space available basis, chosen by lottery.
- Applications are available in the spring at Bowler and Gresham schools and the Education Department. Participants are paid a stipend at the end of the program.

◇ APPEAL PROCEDURE

An applicant who was denied services or feels he/she may have been treated unfairly, has the right to file a written appeal (within 15 days after receipt of a decision) by following these procedures:

STEP 1 – An applicant may file a written appeal to the Program Specialist to ask for reconsideration of their decision. The Program Specialist has 10 working days after the date stamped on the appeal to respond by certified mail.

STEP 2 – An applicant not satisfied with the Program Specialists decision may file a written appeal with The Director of Education and Cultural Affairs (DECA) within 5 days of receipt of delivery confirmation from Program Specialist decision. The DECA has 10 days after the date stamped on the appeal to respond by certified mail.

STEP 3 – An applicant not satisfied with the DECA's decision can submit an appeal in writing to the Education Board within 15 days of delivery confirmation from DECA's decision. The Education Board only meets the 4th Tuesday of each month at 4:45 p.m. The Board will notify an applicant of

their decision within 7 working days after the date of their meeting by certified mail. **All decisions made by the Education Board are final.**

For more information, please contact Stockbridge-Munsee Higher Education at 1-800-720-2790 or at 715-793-4100.

The Education & Employment and Training Handbook is subject to change.

Education Board **4/1/09**
Education Board **9/28/11**

Posting Down **5/15/09**

Tribal Council **6/2/09**
Tribal Council **12/6/11**